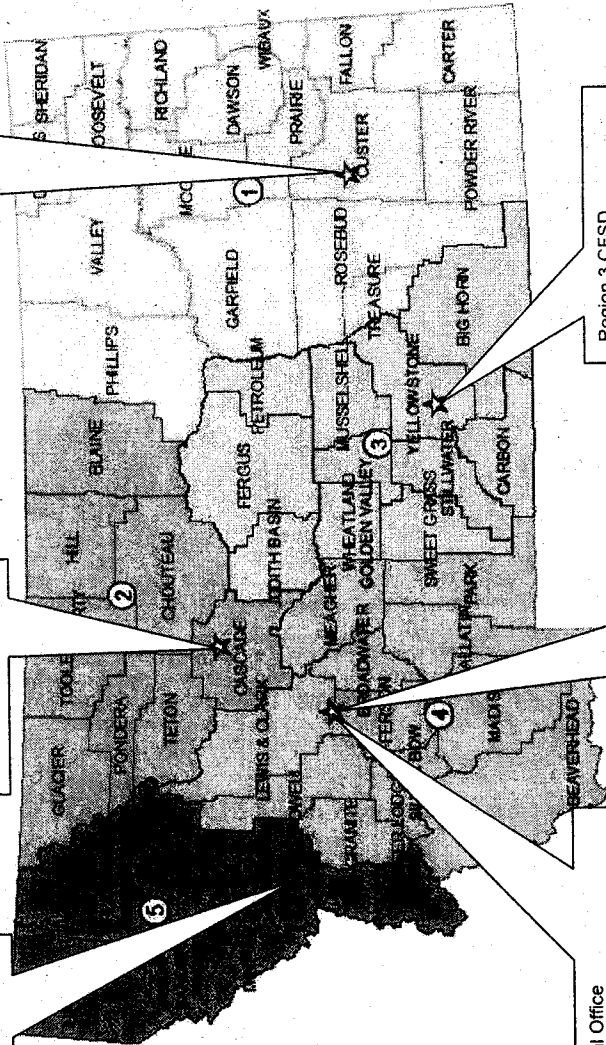


# CHILD AND FAMILY SERVICES DIVISION Staffing for Child Protective Services (380.45 FTE)

Region 5 CFSD  
2677 Palmer St Ste 300  
Missoula, MT 59802  
78.17 FTE / 8 Offices

Region 2 CFSD  
2300 12<sup>th</sup> Ave S, #211  
Great Falls 59405  
61.8 FTE / 6 Offices

Region 1 CFSD  
708 Palmer  
Miles City, MT 59301  
38.63 FTE / 10 Offices



CFSD Central Office  
301 S Park Ave, 5<sup>th</sup> Floor  
Helena, MT 59604  
63.85 FTE / 1 Office  
(Includes Centralized Intake (18 FTE))

Region 4 CFSD  
2024 9<sup>th</sup> Avenue  
Helena, MT 59601  
68.75 FTE / 8 Offices

Region 3 CFSD  
2525 Fourth Ave N, #309  
Billings 59101  
69.25 FTE / 7 Offices

## CFSD Central Office Staff (45.85 FTE) & Centralized Intake (18.0 FTE)

**(6.85 FTE) Division Administration** – Provides overall direction and support for all of the division's central office and regional office operations, including training and legal services.  
**(21.0 FTE) Program Bureau** – Plans, implements and monitors state and federal policies relating to foster care and subsidized adoption, manages numerous federal grants and coordinates services with Tribes.  
**(18.0 FTE) Operations and Fiscal Bureau** – Manages and coordinates financial activities, information systems liaison, legislative budget preparation, evaluation and benchmark analysis, and coordination of supplies, leases, and equipment. Processes Foster Care maintenance payments and Adoption Subsidies to providers.  
**(18.0 FTE) Centralized Intake** – Operates the division's 24/7 child abuse and neglect hotline, prioritizes calls and refers reports to county offices for subsequent investigation and/or follow-up.

## Regional & Field Office Staff (316.6 FTE and 39 Offices)

**(1.0 FTE) Field Services Administrator** – Administers division programs by providing supervision to 5 regional offices to ensure that services are provided consistent with department policy, state and federal laws, and fiscal resources.

**(5.0 FTE) Regional Administrators** – Administers division programs within their respective regions to ensure that services are provided consistent with department policy and fiscal resources.

**(35.0 FTE) CPS Supervisors** – Provide supervision of Child Protection Specialist workers in the 39 county offices.

**(5.0 FTE) FRS Supervisors** - Provide supervision of Family Resource Specialists (licensing and adoption workers) in the 5 regional offices.

**(3.0 FTE) Permanency Planning Specialists** – Responsible for finding permanent placements for children in Foster Care in regions 3, 4 and 5.

**(6.0 FTE) Financial Specialists** - Provides fiscal support for the CFSD budget, manages and analyzes expenditures, and creates reports to monitor the budget.

**(180.90 FTE) Child Protection Specialists** – Responsible for investigating reports of child abuse and neglect, assessing the safety and well-being of children and for finding permanent placements for children.

**(25.75 FTE) Family Resource Specialists** – Responsible for ensuring children are placed in safe environments by conducting licensing studies and adoptive home studies of potential foster and adoptive parents in accordance with division policies and procedures.

**(15.13 FTE) Social Services Aides** – Assist CPS and other regional staff in day-to-day operations of child protective services.

**(34.27 FTE) Administrative Support** – Provide administrative support for the 39 county offices.

**(6.55 FTE) FGDM Coordinators** – Facilitate family group decision making meetings with families to promote the family centered practice and to ensure parents and extended family members are involved in decision making about their children.

EXHIBIT 1

DATE 2/4/2011

HB

**Child and Family Services Division**  
**Decision Package NP 30101**  
**A Day in the Life of a Transitional Living Specialist**

A day in the life of a Transitional Living Specialist rarely is predictable and the events that occur throughout the day can be spontaneous depending on which youth I can get a hold of and which goal they are working on or which crisis they are trying to deal with. I have about 50 youth on my caseload in Helena, Townsend, White Sulphur Springs, Trout Creek, Manhattan, Belgrade, Bozeman, and Livingston whose ages range from 16-21. These youth are at various levels regarding their education, maturity, focus, strengths, and challenges. This week I have been discussing and trying to develop a realistic budget of what it will cost for one youth to live on his own in Helena once he graduates and ages out of care in June. I am trying to emphasize the importance of having employment and saving money. However, like many of my youth, the message doesn't click until they experience it. But I keep trying to plant seeds. Yesterday after developing a budget, I drove him to businesses which he identified as places he would like to apply. We role played how to approach an employer, which questions to ask, and how to make a positive memorable impression. After our role play, he obtained an application and chatted with the owner for 15 minutes. He will turn in his app on Monday and sounds optimistic about his employment prospect.

I have another youth who left foster care and will turn 20 in March. A few weeks ago a colleague and I located him. We met with him and discussed his immediate goals and his limited options. I took him to God's Love and helped him with the intake process. He identified his goal of enlisting in the Army Reserves. I contacted the recruiter who informed me that within a week they will be able to accept a limited number of applicants with a GED. There had been a freeze for the past 1 ½ years. So his CTI worker and I assisted him in completing the application, obtaining study material for the entrance test, and submitting the required documentation. When we went to the recruiter, we hit a roadblock. Since he was on medication while in Foster Care, we needed a letter from his doctor indicating that he no longer needs to be on meds and is mentally competent to enlist. I contacted various therapists about doing an evaluation ASAP. We got a therapist to commit and applied for a stipend request to fund it. I transported him to his evaluation last Thursday and he was deemed competent. In the meantime we have been working on finding steady employment, exploring apprenticeship trainings, and working on re-applying to Job Corps. He is at God's Love and has a Job Corp interview tomorrow.

Since it is January, I have been working with my high school seniors and current college students on applying for the federal financial aid form and applying for scholarships. I have assisted youth in completing the financial aid forms, filling out applications to U of M, Bozeman, Helena College of Technology, and Western college. I have researched scholarships and assisted youth in developing strong essays. I have been applying for stipend requests on behalf of my youth to assist with ACT/SAT fees, College app fees, dorm deposit fees, etc. Lately I have been assisting my over 18 youth in applying for Medicaid, navigating the Social Security Administration, and exploring housing and housing assistance programs like Rapid Re-housing and Shelter Plus.

Regarding my younger youth, I am trying engage them in Montana Foster Care Independence Program services, identify needs/goals and provide opportunities for them to explore and identify career possibilities. I have a 16 year old who has an interest in sewing and acting. I have connected her with a youth sewing group and identified a local actor in Grand Street to visit with her discuss pursuing a career in acting. I am researching a variety of programs that are "off the beaten path" which might appeal to youth I work with. I am in the process of assisting some youth in exploring and applying to the Montana Conservation Corps, Job Corps, Foster Care All-Star internships, AmeriCorps NCCC, etc. I will also be taking youth on college visits, Job Corps visits, etc. In addition I am also collaborating with colleagues and community service providers to develop Transition Workshops which will provide intensive Life Skills Classes pertaining to financial literacy, job readiness, post- section education, etc.

While attempting to assist youth in their immediate needs, I am simultaneously trying to help them identify a plan for the future and helping them identify people that can assist them now and after 18. We are also working toward reconnecting youth with family members and others who can provide a sense of permanence for the youth now and after aging out of care. I am currently working on assisting a youth (who will age out in May) in Belgrade to reconnect with her aunt in New York. These are some of things I have been working on in the past few weeks while also trying to update Transitional Living Plans, discussing Ansell-Casey Life Skills Assessment results with the youth, apply for stipends, and document activities in CAPS.

January 27, 2011